

AR-50-71; Rev. 76

## APPLICATION FOR RECORDS RETENTION SCHEDULE

OFFICE OF THE SECRETARY OF STATE DEPARTMENT OF ARCHIVES AND HISTORY RECORDS MANAGEMENT DIVISION

	Publication No. 76—RM—1 for instructions on completing the sand History, Records Management Division, 330 Capitol Section.	· · · · · · · · · · · · · · · · · · ·
FOR AGENCY USE	1. Agency Address	FOR RECORDS MANAGEMENT USE
Application Date	Department of Education Office of Administrative Services	Application Number 81-319
Application Number	Regional Education Services Division Atlanta GA 30334	Date Received Date Completed MAY 1 1981 MAY 1 8 1981
2. Person to Contact	Working Title	Telephone Number
Mrs. Connie Hunt	Principal Secret	tary 656-2446
b. Dispose of present ac	Schedule; record will continue to accumulate. ccumulation; no further accumulation anticipated. No Check One:	te [] Void
c. Amend Application   4. Dates of Series	So. Records Series Title (followed by title used in office; if di	
Earliest Latest		
1980   to date	CESA Annual Agreement Files	·
between the State De (Cooperative Education dealing with State I standards through or in the development audits; provides like compiles school systems are	What is the function of the Division and the Office in ion Services Division is responsible for prepartment of Education and the 187 local scion Service Agencies). It provides monitor Board of Education policies and State laws n-site appraisal of standards applications of local facility plans; conducts pupil-teraison services to accrediting agencies and tems data for directories, school calendars provided through the Division Director, 10 ut the state), and I Administrator assigned	roviding liaison services chool systems and 16 CESAs ring in administrative areas; administers state school; assists local school systems acher ratio and attendance principals' organizations; s, and the State legislature.  Regional Directors (located
7. Record Series Description	This file contains the following documents (include form no Attach samples of the file.	ımbers and titles, if any):
serving that educational	cumenting the participation of local school	ceiving cooperative
		•
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	ogically by calendar year; there under alp	habetically by system name.
2	How often are records referred to which are:	· ·
One to six months old 10	Seven to twelve months old 10; Thirteen t	to twenty-four months old;
twenty-five months and old		
9. Annual Rate of Accumulati	on or records	Other Consider the tra
Letter-size drawers	on of Records ; Legal-size drawers; Shelves;	Other (specity) 4 In.

YES	NO	10 Questionnaire	/Place an "Y	" in the proper co		e granica proprio de la composició de la constante de la const				
123	110	10. Questionnaire (Place an "X" in the proper column)  a. Is this the official copy of the series?								
v		If not, where		261 1621			· · · · · · · · · · · · · · · · · · ·			
				ential information	requiring security has	ndling? If yes cite law	or regulation			
	<u> </u>	b. Does the series contain confidential information requiring security handling? If yes, cite law or regulation.								
	X	c. Is this a vital								
	Lx	d. Does this serie	es have historical	or long term resea	arch value?					
	11/4	e. When one or two documents in the file make it necessary to keen the entire file for a long period, could these								
	N/A	documents be	scheduled separ	ately?	•	en de la companya de				
	X	f. Is the informa	ation contained i	n this series ever p	ublished? If yes, atta	ach copy,				
	x	g. Is the informa		n this series ever a	nalyzed and/or record	led in a summarized rep	ort?			
15.	<b> </b>	h is there a dup	lication of this s	eries in vour office	or in another office	or agency?				
	Х	If yes, where?	, Partial du	plication at	'CESA and Ed. S	Services Regional	Director's office.			
	X	i. Is this series (	or a major portio	on of it) regularly	microfilmed?	-				
	$\lfloor x \rfloor$			a computer print						
11.	Retent	tion Requirements	The	e following require	es the series to be kept	t:	· · · · · · · · · · · · · · · · · · ·			
		te Law		years.	d. Audit per	iod _	years.			
		tute of limitation		years.	e. Administr		years.			
	c. Fed	deral law		years.	f. Federal re	etention instructions	years.			
		_				A CO				
,	Attach	copy or excert of	laws or regulatio	ns. Explain admir	nistrative need.					
<b></b> .	• '					.4. 1 •1 •	4			
				,		· statistical pur	poses document			
agı	reeme	nts between l	ocal school	systems and	CESA'S		•			
	<u>.</u>		· · · · · · · · · · · · · · · · · · ·	ه از این در این			· · · · · · · · · · · · · · · · · · ·			
12.	Appro	ved Disposițion Ins			·	s be cut off at the end o				
			Ļ	Calendar Year;	Fiscal Year; LXI Oth	er <u>Contract expi</u>	then,			
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		ansfer to local holdi			• • • • •		• •			
		ansfer to State Reco				: •				
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		insfer to State Arch	ives for permane	nt retention.						
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1	These	instructions apply	to all prior and f	uture accumulatio	ns of the series.	-				
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Age	ncy He	ad Designee (Stgr	Viture)	Date	Records Managemen	nt Officer (Signature)	Date			
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ĺ		_	1		State Record	ds Committee <i>(Signatu</i>	re) Date			
Rec	ommer	ndations in pera-			0.2.0 1.0001	100,000				
oran	h 12 ai	re approved.	State Aud	itor/Designee	1 /m	~ Al	15-11-81			
(If disapproved, attach letter )										
of explanation.) Secretary of State/Designee Carroll Jan 5-						16-7-61				
i	xpianai	(1011.)	Secretary of	State/Designee	Carrol	Il Jan	17 1-01			
	xpianai		Secretary of	State/Designee	Carro	Harr	7-1-01			
		Rev. 78		neral/Designee	Carro	Mull	1-1-01			